

Athletic and Kinesiology Equipment Specialist 2025
Santa Monica College

Direct Link: <https://www.AcademicKeys.com/r?job=259429>

Downloaded On: Jul. 8, 2025 9:55pm

Posted Jul. 8, 2025, set to expire Jul. 25, 2025

Job Title Athletic and Kinesiology Equipment Specialist 2025
Department Athletic and Kinesiology Department
Institution Santa Monica College
Santa Monica, California

Date Posted Jul. 8, 2025

Application Deadline 07/25/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Health Sciences

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Apply By Email

Job Description

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Athletic and Kinesiology Equipment Specialist 2025

Santa Monica College

Salary: \$4,834.00 - \$5,876.00 Monthly

Job Type: Full-time, 11 months

Job Number:

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AKES 2025

Location: 1900 Pico Blvd. Santa Monica 90405, CA

Closing: 7/25/2025 11:59 PM Pacific

Description

Merged Promotional & Open Competitive Athletic and Kinesiology Equipment Specialist

WELCOME TO SANTA MONICA COLLEGE!

The Athletic and Kinesiology Department is seeking a proactive candidate to assist with college wide athletic events and their corresponding needs. This person must be adaptable and possess general physical ability to provide uniforms, supplies and equipment for a wide variety of sports and kinesiology programs. This individual is expected to work with all levels of College staff to address program needs and must ensure that uniforms and athletic equipment are sanitary, clean and comply with applicable collegiate sports regulations.

This is an 11-months per year position working 40 hours per week with a variable hours work schedule. Positions required to work a variable hours schedule receive a corresponding **5% pay differential** in addition to the stated salary.

Please note that all candidates must have authorization to work in the United States; the District does not have the ability to provide sponsorship.

What You Will Bring to the College

Our ideal candidate will exhibit adaptability in a fast paced athletics and kinesiology program that serves thousands of students, student athletes, faculty and classified staff. They will be detail oriented in the oversight of uniforms, supplies and equipment inventory and distribution. This candidate is expected to perform physically demanding work that includes assembling and dismantling of field equipment, packing of equipment for away games and driving a District vehicle at certain athletic events. Candidate will be asked to assist with supply purchasing and using technology within the Microsoft Suite to stay current on vendors, pricing and the latest trends in athletic equipment.

Why Work at SMC?

At SMC, you will work beside a diverse group of colleagues who leverage their combined talents and passions to accomplish something great. No matter what department you are in, or what job you have,

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your contributions will be critical to helping our students fulfill their dreams - landing that new job, or breaking through the cycle of poverty.

Some details about us:

- We are currently the number one transfer college to UCLA, USC, the University of California system, and Loyola Marymount University
- We are dedicated to sustainable practices and are accessible via environmentally-friendly transportation options, including the Expo Line and Big Blue Bus.
- We are one of the select community colleges in California approved to award a Bachelor's degree. SMC currently awards a Bachelor's degree in Interaction Design.

Please visit www.smc.edu/about to learn more about us and why we are **Proud to Be SMC!**

Benefits

We value our employees as people, and recognize the value of work-life balance, the health of you and your family, and professional development. We offer a variety of benefits and perks to support new members of our team, including:

- 18 paid holidays*
- 12 paid vacation days*
- 12 paid illness days*
- Medical, dental, and vision-care coverage (including eligible dependents)*
- Free mental health assistance through the Employee Assistance Service for Education (EASE) program.
- Membership in the California Public Employee Retirement System (CALPERS)
- 5% increase in base pay for every 5 years worked with SMC, up to 40 years of service.
- Waived tuition fees for classes taken at Santa Monica College.
- Reimbursement for related classes, conferences or workshops to empower your professional development.
- Free Big Blue Bus access and monthly incentives for eligible employees through the Sustainable Transportation Incentive Program
- CSEA Chapter 36 Union Membership Option

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***Benefits, holidays, vacation, and illness days listed above assume a 40-hours per week, 12 months per year schedule. Benefits, vacation and illness days are prorated for other work schedules.**

Salary Placement

New Employees: Generally, new employees start at the first step on the salary schedule. A new permanent classified employee may request a higher salary placement based on recruitment issues and/or additional training and experience which greatly exceeds the minimum requirements. Please note that salary placement above the third step requires additional approvals by Santa Monica College executive staff.

Current Employees: Upon promotion, the new salary for a current, permanent employee is based on Merit Rule 12.2.7. In accordance with this rule, employees are entitled to at least a one-step (5%) salary increase and may be eligible for advanced step placement in accordance with established criteria.

About the Selection Process

The selection process tentatively consists of a Training & Experience Evaluation (pass/fail) and a Qualifications Appraisal Interview, which will be worth 100% of candidates' overall scores. Candidates must be successful on all test parts to be placed on the eligibility list. *The eligibility lists created from this recruitment will be used to fill any vacancies that occur during the six-month life of the eligibility lists, including full-time and/or part-time, permanent and/or temporary positions.*

Santa Monica College reserves the right to modify the stated test components and weights prior to the administration of any test.

Communication for this recruitment will be via e-mail. You must check your e-mail on a regular basis to be informed of your status for this recruitment.

Test Retake Policy

Based on the District's hiring needs, we may administer multiple recruitments for this job classification (or a related job classification that uses the same test(s)) within the next several months.

Candidates must wait a period of 90 calendar days between testing appointments before retesting. Candidates who are ineligible to participate in an upcoming test or interview due to the provided retake period will be notified via email, and will have their highest valid score(s) on any non-weighted (pass/fail) test parts applied toward that recruitment.

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The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (Equal Employment Opportunity and Nondiscrimination in Employment) may be accessed at:

https://www.smc.edu/administration/governance/documents/administrative-regulations/AR_3000_Human-Resources.pdf ([Download PDF reader](#))(Download PDF reader)

Equity Statement

"Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity, and inclusion. Equity, diversity, and inclusion are built into the culture at SMC, and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment."

Examples of Duties

Maintains inventory of all athletic and fitness equipment, supplies, and uniforms for Athletic and Kinesiology; determines and implements methods for maintaining an accurate and current inventory.

Receives, stores, and issues a wide variety of athletic equipment, supplies, and uniforms to students.

Assembles and dismantles field equipment, and associated supplies for home games, practices, and kinesiology classes.

Launders athletic uniforms and towels according to schedules and timelines; Ensures that game and practice uniforms and towels are laundered and ready for athletic events.

Measures, sizes, and fits athletes with proper equipment and uniforms to ensure that they are in compliance with NCAA (National Collegiate Athletic Association), NOCSA (National Operating Committee on Standards for Athletic Equipment), CCCAA (California Community College Athletics Association) rules and regulations; Ensures that football helmets are certified for use.

Packs equipment and supplies for away games and ensures that the equipment and supplies are accounted for and loaded on bus and/or District vehicle when necessary; may travel with team on bus.

Completes the set-up and take-down of facilities for all athletic events and kinesiology classes (e.g.

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football, volleyball, basketball); ensures the completion of the set-up and take-down of facilities.

Takes inventory and evaluates Athletic and Kinesiology supplies and equipment, and makes any needed minor repairs.

Drives District truck or car to away games or on errands, such as picking up equipment or supplies needed for the performance of work.

Monitors the assignment of lockers; maintains and ensures student locker and shower rooms are clean, orderly, and lockers are functional.

Assists in the purchase of Athletic and Kinesiology equipment and supplies.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic equipment.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

Minimum Qualifications

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

One (1) year of experience fitting, storing, issuing, and repairing of athletic equipment, supplies, and uniforms for a wide range of college or high school sports such as football, basketball, soccer, baseball, water polo, swimming, and track and field. A minimum of one season assisting a high school or collegiate level football program with equipment and uniforms is preferred.

Special Requirement:

Willingness and ability to work varied hours.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

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Licensure and/or Certification:

A valid driver license.

Supplemental Information

For additional information about our employment process, please visit our [FAQ](#) page and click on "current employees" (for existing, permanent SMC employees) or "job applicants" (for external applicants).

Knowledge of:

Equipment, materials, and supplies used by college athletic and kinesiology programs

Proper fitting of athletic uniforms, including related regulations imposed by the NCAA (and NOCSA) or other related regulatory agencies

Methods of cleaning, maintaining, repairing, and storing uniforms and equipment

Appropriate safety precautions and procedures associated with athletic programs

Storage and inventory methods

Basic record keeping techniques

Methods and techniques for setting up, taking down and storing athletic equipment

Ability to:

Organize, maintain and repair athletic equipment

Operate a motor vehicle in a safe and efficient manner, and follow all traffic laws

Maintain an accurate and up-to-date inventory of all athletic equipment and uniforms

Work independently with minimal supervision

Meet schedules and timelines

Communicate effectively both orally and in writing

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Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Operate a computer using computer applications, programs and standard office equipment

Organize and maintain specialized files and confidentiality of employee and student information

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

To apply, please visit <https://www.schooljobs.com/careers/smc/jobs/4993664/athletic-and-kinesiology-equipment-specialist-2025>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Santa Monica College

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